

**Position:** Director of Development  
**Organization:** Communities In Schools of Renton  
**Location:** Renton, WA.  
**Date posted:** 09/12/08

**Application deadline:** 09/30/08

Title: Director of Development

### **Organizational Description**

Communities In Schools of Renton (CISR) identifies needs and solutions, and builds connections and relationships between both formal and informal resources in the community to help young people stay in school, achieve in the classroom and graduate prepared for a successful life. Established in 1994, CISR is a 501(c)(3) non-profit organization that grew out of a partnership between the City of Renton and the Renton School District, serving children within the Renton School District boundaries.

### **Position**

The Director of Development will create and execute a development plan to meet CISR's short-term and long-term fundraising goals. The Director of Development works at the highest strategic level of the organization and is involved in corporate, foundation, government, and individual support. He or she serves as a member of CISR's senior leadership team, reporting directly to the Executive Director and working closely with the Board of Directors.

### **Key Responsibilities**

Devise and implement short- and long-term fundraising strategies for individual donors and high net worth individuals to support CISR  
Represent CISR, in collaboration with the Executive Director, to funders and prospects to raise awareness and funds  
Forge relationships with Family and general Foundations to garner support for CISR  
Drive ongoing efforts to improve current fundraising operations and donor accountability by improving data collection, donor tracking and grant reporting  
See also skills required

### **Qualifications and Skills**

Bachelor's degree  
Two to five years of progressively responsible experience in fundraising, with a proven track record as well as demonstrated ability to meet fundraising goals  
Ability to develop and manage own portfolio of donors and prospects with experience in asking for gifts and positioning others to ask  
Exceptional oral and written communication skills  
Strong ability to build a motivated team of volunteers  
Successful solicitor with ability to effectively communicate the mission of CISR  
Solid understanding of the relationship between development and communications, public relations, and marketing.

Demonstrated interpersonal skills and quality relationships with a variety of constituencies

Experience in all aspects of development is preferred, including major gifts, capital campaigns, foundation relations, annual giving, events, and planned giving

Knowledge of Microsoft office suite and database software

Experience developing media presentations a plus

The successful candidate will be a high-energy person with poise, integrity and dedication to the mission the CISR. This person will be an articulate spokesperson, effective writer, and communicator.

### **Salary**

\$50,000 to \$60,000 DOE. Includes very good benefits package.

### **How to Apply**

Applicants for this position should send a resume and cover letter via e-mail or mail to:

Sari M. Pascoe, Ph.D.  
Executive Director  
Communities In Schools

[spascoe@ci.renton.wa.us](mailto:spascoe@ci.renton.wa.us)

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Renton, WA. 98057  
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